

COURSE DEVELOPMENT PROCESS

1. PURPOSE. This directive and its accompanying manual establish the policy and procedures for the Course Development Process for all Federal Law Enforcement Training Center (FLETC) facilities.
2. SCOPE. The provisions of this directive will apply to all FLETC personnel who are involved with the development and presentation of FLETC courses in basic (common and integrated) and advanced training programs. This guidance will apply to course development and revision begun after the publication date of this directive.
3. CANCELLATION. FLETC Directive (FD) 91-01.B, Standardized Lesson Plans, dated September 20, 1983, is cancelled and superseded by this directive.
4. POLICY. It is the FLETC's policy that all courses will be developed or revised in accordance with the procedures set forth in the Manual for Course Development, Attachment 1.
5. REFERENCES.
 - a. FD 80-04.A, Forms Management Program, February 26, 1988
 - b. FD 91-00.C, Course Numbering System, June 8, 1988
 - c. FD 93-01, Training Program Management, January 31, 1989
 - d. FD 80-05.B, Freedom of Information Act, July 7, 1988
6. DEFINITIONS.
 - a. The Course Development Process is a series of actions that produces an approved course of instruction. The process includes writing, revising, and approving performance objectives, methods of evaluation, lesson plans, and instructional materials.
 - b. The Development Team consists of instructors who are responsible for the development, revision, and maintenance of assigned courses and related instructional materials, and a Training Research Analyst (TRA) who provides guidance, as required, on the course development process. To encourage collaboration among divisions and provide continuity of instruction within a program, the team may also include members from other divisions who can provide specialized knowledge or expertise. The team is encouraged to include other resource persons as needed.

c. The Development Team Leader is an instructor assigned by the branch chief to participate as a working team member and be responsible for coordinating a course development process.

d. Test items are written test questions and/or performance tests.

7. RESPONSIBILITIES.

a. The Office Director approves dissemination of non-Freedom of Information Act (FOIA) requests for lesson plans from sources other than FLETC entities and participating organizations. (All requests citing the FOIA will be forwarded immediately to the FOIA Officer, Building 94, in accordance with paragraph 5.d.)

b. The Division Chief: (1) Proposes and authorizes new course development in coordination with the appropriate program manager based on recommendations from curriculum conferences or as new course requirements are identified; (2) ensures the routine dissemination of new and revised lesson plans to support all like training among all FLETC facilities; and (3) approves written requests from participating organizations for lesson plans within their area of responsibility.

c. The Branch Chief, or equivalently titled supervisory position: (1) Approves new course development; (2) ensures the periodic review of existing courses for possible revision; (3) selects the development team members from the division; (4) assigns a team leader; and (5) assigns a course or courses for development or revision. When there is no branch chief, the division chief may delegate this responsibility.

d. The Program Manager: (1) Proposes and authorizes new course development in coordination with the appropriate division chief based on recommendations from curriculum conferences or as new course requirements are identified; and (2) approves the performance objectives for the Center courses in assigned programs.

e. The Supervisory Training Research Analyst, Research and Evaluation Division, Office of General Training (OGT): (1) Assigns a TRA to the development team; (2) directs the TRA to ensure the overall quality of objectives and test items (written and performance); and (3) ensures that written test items are entered into the test bank.

f. The Development Team: (1) Develops and revises performance objectives, written and performance test items, lesson plans, student texts, and student handouts as assigned; (2) collaborates among divisions; and (3) ensures the continuity of course instruction within a program.

g. The Training Research Analyst: (1) Serves actively on the development team as a consultant; (2) ensures that the objectives and the test items (written and performance) are constructed in accordance with sound educational principles; and (3) provides other assistance with the course development process as needed.

h. The Development Team Leader participates as a working team member and coordinates the efforts of the development team.

i. The Chief, Program Support Division, OGT, maintains the official current and historical files of all FLETC lesson plans and related course materials.

8. DISSEMINATION OF FLETC LESSON PLANS.

a. Non-FOIA requests. The appropriate division chief will routinely disseminate new and revised lesson plans to support all like training among the FLETC offices. Additionally, division chiefs may disseminate any FLETC lesson plan to other FLETC offices and, upon written request, to participating organization training officials. The dissemination of FLETC lesson plans to other than FLETC or participating organization training officials, if the request does not cite the FOIA, may be made only upon approval by the office director responsible for the course. Care must be taken by office directors when making the determination to release lesson plans in order to protect those portions that would be exempt from public disclosure under the FOIA because the information "would disclose techniques and procedures for law enforcement investigations or prosecutions, or would disclose guidelines for law enforcement investigations or prosecutions if such disclosure could reasonably be expected to risk circumvention of the law" [FOIA Exemption (b) (7) (E)]. Upon approval, the office director or division chief will request dissemination be made by the Program Support Division to ensure that the most current document is distributed.

b. FOIA requests. All requests citing the FOIA will be forwarded immediately to the FLETC FOIA Officer. Dissemination of lesson plans by the FOIA Officer will be accomplished in accordance with disclosure guidance provided by the Treasury Disclosure Officer.

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9. SUPPLY OF FORMS. The Course Development Process Form, FTC-OGT-68, required by the Manual, is available through the Media Support Division, Office of Administration.

10. OFFICE OF PRIMARY INTEREST. Office of General Training.

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Charles F. Rinkevich
Director

Attachment
(Contact FLETC/MAD for Attachment)